Modify a Deposit
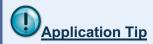
To modify a deposit:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The View Deposits page appears.

    > **Application Tip**
    >
    > You can also select **Search Deposits** to locate deposits. Refer to the steps for Search for a Deposit for more details. Once the deposit is located, proceed to Step 3.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.

4. Click the **Voucher** number of the deposit you would like to view from the list displayed.

    > **Application Tip**
    >
    > To change the number of records displayed per page, select from the drop-down menu options next to the record count.

5. The View Submitted Deposit page appears. Click **Edit**. The *Step 1 of 3: The Update Deposit Preparation Information* page appears.

6. Update the deposit preparation information for the deposit's type of currency according the instructions provided below and click **Next**.